

INDIAN HEALTH SERVICE

CAREER TRANSITION ASSISTANCE PLAN

INTRODUCTION

In accordance with Office of Personnel Management regulations (5 CFR Part 330) and the "Department of Health and Human Services (DHHS) Career Transition Plan," the following is the Indian Health Services (IHS) "Career Transition Assistance Plan" (CTAP). The plan covers 1) career transition services to be provided to surplus and displaced DHHS employees; 2) selection priority for vacancies for DHHS surplus and displaced employees still on the Departments rolls; 3) operation of the DHHS reemployment priority list, and 4) consideration of displaced employees from outside the Department.

PURPOSE

The purpose of this plan is to actively assist DHHS (including IHS) surplus and displaced employees make effective transitions to other employment. OPM Regulations 5 CFR Part 330 take a different approach than in the past to helping surplus and displaced workers find other jobs, namely, individual employee empowerment. This approach requires that agencies help workers who are affected by downsizing develop the tools and resources to find other jobs, within or outside the Federal government. Specifically, 330.602(a) says that agencies will "actively assist" its surplus and displaced employees make effective transitions to other employment [emphasis added]. The following describes Indian Health Service requirements for career transition services for these employees. Local career transition plans will be developed in partnership with local unions that represent employees.

Although the OPM regulations and the Department's plan cover all surplus and displaced DHHS employees in the local commuting area, IHS is extending that to include IHS employees Nation-wide who are in grade GS-9 and above or equivalent.

I. Policies to Provide Career Transition Assistance Services to All DHHS Surplus and Displaced Employees

A. COVERAGE

Career transition assistance services will be provided to all surplus and displaced competitive and excepted service employees, including those in the SES, GS, Federal Wage Schedule, etc. who are facing separation by reduction in force.

B. CAREER TRANSITION SERVICES

To the extent practicable and within available funding, the IHS will provide surplus and displaced employees with career transition services such as skills assessment, resume preparation, counseling, and job search assistance.

Each major component of the IHS (i.e., Headquarters Operations and IHS Areas) will designate a career transition coordinator who will be responsible for:

- ◆ Identifying local career transition services, equipment and facilities to be made available to displaced and surplus employees;
- ◆ Ensuring that all employees are kept informed of the availability of career transition services and facilities and when/where/how services will be available;
- ◆ Ensuring agency facilities are available for separated employee use;
- ◆ Making arrangements for training to be provided to employees, managers, supervisors and union representatives (i.e., job search skills, resume writing, interview techniques, financial management, stress management, transition management, etc.);
- ◆ Developing and implementing retraining strategies to be used to help the organization meet its future workforce needs, while helping surplus or displaced employees obtain meaningful employment;
- ◆ Ensuring access to services by employees, including those with disabilities;
- ◆ Arranging other forms of Federal, state, and local assistance which are available to support career transition for employees;
- ◆ Working closely with Employee Assistance Program in providing services;
- ◆ Developing options for career transition strategies for various contingencies, e.g., when there are limited numbers of surplus or displaced employees, or when there are large numbers of surplus or displaced employees;
- ◆ Developing career transition strategies in partnership with local unions that represent employees;
- ◆ Providing reports on local career transition activities and results as requested by the Office of Human Resources, Division of Personnel Management;

C. ACCESS TO SERVICES

Eligible employees will be given excused absence for a reasonable period of time to use services and facilities, subject to supervisory approval and dependent on the needs of the workload and the office. Employees must schedule their absences with their supervisor. If critical work demands require the employee to remain at the worksite, the supervisor will reschedule the excused absence at the earliest possible time.

Employees in field offices and remote sites will be notified of career transition services. Subject to budget restrictions and the number of employees involved, the IHS may schedule sessions with an agency representative or counselor at the remote site, pay for eligible employees travel to the major IHS component servicing those employees and/or make information available in a computer-based environment.

II. Selection Priority for DHHS Surplus and Displaced Employees Still on the DHHS rolls for IHS vacancies

A. COVERAGE

1. Employees

This section of the plan applies to all DHHS competitive and excepted service employees in Tenure Group I and Group II, but does not apply to Schedule C employees or employees appointed outside of Title V of the United States Code.

2. Positions

In addition to filling of competitive service positions, it applies to the filling of excepted service positions except for Schedule C positions, experts and consultants, and positions not covered by Title V of the United States Code. This portion of the plan does not apply to the Senior Executive Service.

B. DEFINITIONS

(A) Displaced employee means a current DHHS employee (still on the DHHS rolls) serving under an appointment in the competitive or excepted service, in tenure groups I or II, who has received a specific separation notice of reduction in force.

(B) Local commuting area means the geographic area that constitutes one area for employment purposes as determined by the IHS. It includes any population center and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

(C) Special selection priority means the priority that eligible employees have for selection to vacancies over any other candidate. This means that a person who

meets the requirements for a vacancy must be selected.

(D) Surplus employee means a current DHHS employee (still on DHHS rolls) serving under an appointment in the competitive or excepted service, in tenure group I or II, who has received a Certification of Expected Separation (CES) or other certification issued by an Agency official which identifies the employee as being in a surplus organization or occupation.

(E) Vacancy means a competitive or excepted service position lasting 90 days or more, including extensions, which the IHS is filling, regardless of whether or not the IHS issues a specific vacancy announcement.

(F) Well-Qualified Employee means an eligible employee who satisfies the criteria in Part H of this section.

C. ELIGIBILITY

To be eligible for the special selection priority under this plan, an individual must meet all of the following conditions:

1. Is a surplus or displaced employee as defined in definitions (A) and (D);
2. Has a current performance rating of record of at least fully successful or equivalent;
3. Applies for a vacancy that is at or below the grade level from which the employee may be or is being separated, that does not have a greater promotion potential than the position from which the employee may be or is being separated;
4. Occupies a position within DHHS in the same local commuting area of the vacancy (or for IHS employees, occupies a position at grade 9 and above nationwide);
5. Files an application for the specific vacancy within the timeframes established by the IHS; and
6. Meets the qualification requirements for the specific vacancy as stated in Part H of this section.

D. PLACEMENT OF EMPLOYEES ON RETAINED GRADE AND PAY

HHS Instruction 335-2 concerning placement consideration for employees on retained grade and pay is abolished. The IHS will continue to apply placement

consideration set forth in DHHS Instruction 335-2 for these employees except for references concerning placements in former Operating Divisions. DHHS surplus and displaced employees who apply under this plan have priority over employees who are being considered for repromotion under the agency's repromotion plan.

E. DESIGNATING EMPLOYEES AS SURPLUS AND DISPLACED

Displaced: Employees who receive Reduction-in-force (RIF) separation notices by an official with authority to conduct RIF are immediately covered by this plan.

Surplus: Employees who receive a certification of expected separation or other official documentation indicating that they are likely to be separated by RIF are considered surplus and are also immediately covered by this plan.

Officials with authority to conduct RIF may designate employees surplus without issuing RIF notices when it is expected with a reasonable degree of certainty that the designated employees will have to be separated by RIF within 6 months and when the precipitating event is outside the official's control such as legislative action or budget reduction.

If an official with authority to conduct RIF wants to designate surplus employees for longer than a 6 month period or wants to extend a designation beyond 6 months, prior approval is required from the DHHS Deputy Assistant Secretary for Human Resources, through the Director, Indian Health Service.

Employees designated as surplus must be given a written notice to that effect. The notice must advise them to include it when they apply for positions. Employees who do not include the notice will not be entitled to the consideration provided for in this plan.

F. ACTIONS COVERED

1. No competitive or excepted service position can be filled by reassignment, change to lower grade or promotion requiring competition until all surplus and displaced DHHS/IHS employees in the local commuting area (for IHS surplus or displaced employees GS-9 and above nationwide) have the opportunity to apply and exercise selection priority if they meet the required criteria.
2. The following actions are not covered under this plan:
 - a. Placement of a DHHS employee through reassignment, change to lower grade, or promotion, only when no employees eligible under this plan apply;
 - b. Reemployment of a former agency employee exercising regulatory or statutory reemployment rights;

- c. **Reclassification actions;**
- d. **Temporary appointments of under 90 days;**
- e. **Exchange of positions between or among agency employees, when the actions involve no increase in grade or promotion potential (e.g., job swaps);**
- f. **Conversion of an employee on an excepted appointment which confers eligibility for noncompetitive conversion into the competitive service;**
- g. **Placement activities under 5 CFR Part 351;**
- h. **Placement of an employee into a new position as a result of a reorganization, when the former position ceases to exist, and no actual vacancy results;**
- i. **Placements made under the Intergovernmental Personnel Act (IPA) as provided in 5 CFR Part 334 where they are for critical situations where the failure to make the assignment would substantially harm Federal interests, such as providing training for State or Tribal takeover of Federal program(s).**
- j. **Details;**
- k. **Time-limited promotions of under 90 days;**
- l. **Noncompetitive movement of surplus or displaced employees;**
- m. **A placement under 5 USC 8337 or 8451 to allow continued employment of an employee who has become unable to provide useful and efficient service in his or her current position because of a medical condition;**
- n. **A placement that is a "reasonable offer" as defined in 5 USC 8336(d) AND 8414(b);**
- o. **Career ladder promotions;**
- p. **Recall of seasonal employees from nonpay status;**
- q. **Placements made by third party decisions;**
- r. **Adverse actions for cause;**
- s. **Placements made as a result of failure to complete a supervisory probation; and**

- t. Selection of a "P.L. 94-437 scholarship" applicant.

G. PUBLICIZING VACANCIES

IHS Servicing Personnel Offices will fill vacancies in accordance with the OPM Regulations, the HHS Career Transition Plan, the IHS Merit Promotion Plan, the IHS Excepted Service Examining Plan, and IHS Circular 87-2 "Indian Preference". The servicing personnel office with surplus employees has the responsibility of advising in writing every Department personnel office servicing position in the commuting area that it has surplus employees. IHS Servicing Personnel Offices with Grade GS-9 and above surplus or displaced employees must notify all IHS SPO's nation-wide that it has surplus/displaced employees. At a minimum, this notification should include the names, titles, series, grades, and promotion potential for the surplus employees. Personnel offices with surplus employees must keep these lists up to date, for example, by advising other personnel offices as soon as employees are no longer entitled to consideration under this plan.

IHS Personnel offices with vacancies to fill must provide the DHHS personnel office servicing surplus employees within the commuting area written information about the vacancies being filled including major duties, rating & ranking criteria, etc. IHS Personnel Offices with vacancies to fill at the GS-9 through GS-15 must also provide all IHS Personnel Offices servicing the surplus employees (at the GS-9 through GS-15) written information about the vacancies being filled as stated above. This can be a vacancy announcement or position description if no vacancy announcement is being used.

The office servicing the surplus employees then has the responsibility for providing vacancy information to its employees including procedures for exercising priority selection. Standard statements (see attachment 1) providing this information to surplus and displaced employees must be included in vacancy announcements. Employees must have at least seven work days from when their servicing personnel office receives the information or until the closing date of the vacancy announcement, whichever is longer, to apply. Servicing personnel offices normally should not take more than two work days to provide the vacancy information to employees. Employees who are absent must provide their servicing personnel office with information on how to contact them quickly or alternatively may leave copies of their application with their personnel office and indicate for what type of vacancy the employee wants to apply.

H. DETERMINING QUALIFICATIONS

If a position is being filled by an action not requiring competitive promotion procedures i.e., a reassignment, surplus or displaced DHHS employees must be selected if they meet the basic qualifications for the positions including any selective factors and can perform the duties of the position without undue interruption as that term is used in

5 CFR Part 351. Surplus employees are not required to meet quality ranking factors.

If the position is being filled by a selection from a merit promotion certificate, the surplus or displaced DHHS employee must be rated and ranked under the same procedures as merit promotion applicants. If the surplus or displaced DHHS employee makes the best qualified list, he or she must be selected. If the surplus or displaced DHHS employee does not make the best qualified list, an individual from that list may be selected.

If a surplus or displaced DHHS employee is found not to be qualified, there must be written documentation which demonstrates why he or she is not qualified and shows why the selectee is qualified. The fact that the selectee is better qualified than the surplus or displaced DHHS employee is not sufficient if the surplus or displaced DHHS employee meets the requirements described here.

I. REVIEW OF QUALIFICATIONS

If it is initially determined that a surplus or displaced DHHS employee who applied for a vacancy does not qualify for selection, a review must be conducted by an individual other than the person responsible for the initial determination. There must be written documentation of this review determination.

J. ORDER OF SELECTION

1. A qualified Indian preference surplus or displaced IHS employee who applies must be considered and appointed ahead of any other qualified Indian preference applicant.
2. When there are no qualified Indian preference surplus or displaced IHS employees available, a DHHS qualified Indian preference surplus or displaced applicant (who meets all eligibility requirement for selection priority) must be considered and selected over any other Indian applicant.
3. When there are no DHHS qualified Indian preference surplus or displaced applicants, a qualified Indian preference applicant from the Reemployment Priority List (RPL) must be considered and selected.
4. When there are no DHHS qualified Indian preference surplus or displaced applicants on the RPL, a qualified Indian Preference outside applicant must be considered.
5. When there are no qualified surplus or displaced internal and no external Indian preference applicants available, a non-Indian surplus or displaced IHS employee must be considered and selected over any non Indian surplus or displaced DHHS

employee.

6. When there are no qualified surplus or displaced IHS employees available, a non-Indian surplus or displaced DHHS applicant who meets all eligibility requirements for selection priority must be selected over any other non-Indian applicant.

(See Order of Selection in Part I V of this plan for filling vacancies with candidates from outside DHHS)

K. EXCEPTION TO ORDER OF SELECTION

1. If selecting a surplus employee would cause another employee to be separated by RIF that would be an exception under Part II of this plan. (FTE limits may meet this definition)
2. There must be written documentation any time a vacancy is filled as an exception to this plan. The documentation must be signed by the same official who has the authority to take the action causing the exception.

III. Filling Positions From Outside the Department - Operation of the Reemployment Priority List (RPL)

Use of the RPL applies whenever there is a request to fill a position outside the Department of Health and Human services (IHS) workforce. Internal DHHS actions are not subject to RPL clearance (with the exception of filling IHS jobs - the RPL must be cleared for Indian preference eligibles in all cases).

The following information concerning the operation of the Indian Health Service Reemployment Priority List is based on and must be applied in conjunction with the Office of Personnel Management Regulations in Subpart B of 5 CFR Part 330, DHHS Instruction 351-1, and Part III of the DHHS Career Transition Plan. Also this information adheres to and is to be applied in conjunction with the policies and procedures of the IHS Merit Promotion Plan, IHS Excepted Service Examining Plan, and IHS Circular No. 87-2 (Indian Preference).

A. COVERAGE

The RPL includes all DHHS Tenure Group I or II employees in the commuting area who:

1. have a rating above unacceptable (level 1) as the last annual performance rating of record;

2. have received a specific RIF separation notice or a Certification of Expected Separation as provided in 5 CFR 351.807;
3. have not declined a RIF offer of assignment to a position with both the same work schedule as the position from which separated and the same representative rate as the position held at the time of RIF separation;
4. was separated because of a compensable injury or disability (as defined in 5 CFR part 353) and who has fully recovered more than 1 year after compensation;
5. accepted a lower graded position in lieu of separation because of a compensable injury or disability.

B. RESPONSIBILITIES

The Personnel Officer or her/his designee will:

1. Provide each eligible employee with a notice and application form (see attachment 2) at the time the employee is issued a specific RIF separation notice, Certificate of Expected Separation (CES), or is separated/changed to lower grade because of compensable injury or disability. The notice must include information on the Merit Systems Protection Board's filing requirements;
2. Notify all DHHS Personnel Offices that provide personnel services for positions in the commuting area whenever the RPL is activated and distribute RPL clearance requirements to all servicing personnel offices that service position in the commuting area;
3. Assures that qualified Indian Preference candidates are referred and selected over any non-Indian RPL applicant;
4. Enroll (within 10 calendar days of receipt of application) and refer eligible applicants for vacant positions in the classification series at or below the grade level from which the applicant is or will be separated;
5. Document any selections from outside the Department to show that the RPL was cleared.

C. APPLICATION

An applicant will be entered on the RPL if:

1. They meet the eligibility requirements;

2. They are separated by RIF and submit an application within 30 calendar days after the RIF separation date;
3. They are separated/changed to lower grade due to compensatory injury or disability and submit an application within 30 calendar days after the date injury compensation ceases, except when an appeal for continuation of compensation is filed, then the 30-day period begins the day after the resolution is reached.

D. PERIOD OF ELIGIBILITY

A Tenure group I (or former tenure group I) employee is eligible for 2 years and a Tenure group II (or former tenure group II) employee is eligible for 1 year from the date entered on the RPL.

E. LOSS OF ELIGIBILITY

An employee will be removed from the RPL when:

1. They request in writing to be removed from the RPL;
2. They have accepted a position in any agency under a career, career-conditional or excepted appointment without a time limit;
3. They decline an offer of a career, career-conditional or excepted appointment without time limits with a representative rate at or below that of the position from which separated or will be separated;
4. They fail to respond to an official correspondence or written job offer that meets the conditions shown in their RPL application;
 - a. When an employee is removed from the RPL by IHS due to failure to reply to an official correspondence or written job offer, IHS must have evidence to show that:
 - i IHS made a written offer or inquiry; and
 - ii the employee received the offer or inquiry
 - iii the written notice stated that failure to respond would result in removal from the RPL.
5. They separated for reasons other than RIF and/or compensatory injury or disability, e.g., regular retirement or resignation, before the date the RIF separation takes

effect;

6. Their period of eligibility has expired; or
7. They decline an interview for a position or fail to appear for a scheduled interview after being notified by the IHS that the declination or absence would eliminate the employee's future eligibility on the RPL.

F. ACTIONS COVERED

1. When a qualified individual is available on the RPL, IHS may not fill a permanent or temporary competitive service position by:
 - a. A new appointment, unless the individual appointed is a qualified Indian and is a 10-point preference eligible; or
 - b. Transfer or reemployment, unless the individual appointed is an Indian and a veteran preference eligible exercising restoration rights under 5 CFR Part 353 or is exercising other statutory or regulatory reemployment rights.
2. The following actions are exceptions from this plan:
 - a. Appointments of disabled veterans from OPM registers and OPM options to reinstate preference eligibles;
 - b. 30-day special-needs appointments (and one extension);
 - c. 700-hour appointments of individuals with disabilities;
 - d. Conversions that are inherent in the appointing authority, such as for employees with disabilities on Schedule A appointments or for employees with Indian preference who have completed three years of creditable service.
 - e. Excepted appointments under the Indian preference authority as long as there is not a qualified Indian preference person on the RPL.
 - f. Appointment of a "P.L. 94-437 scholarship" applicant.

G. QUALIFICATION REQUIREMENTS

An RPL Registrant is considered qualified for a position if:

1. They meet the minimum qualification requirements of the position including any minimum educational requirements, and any selective placement factors

established for the position;

2. They are able to perform the duties of the position without undue interruption as that term is used in 5 CFR Part 351;
3. They are physically qualified, with reasonable accommodation where appropriate, to perform the duties of the position.

H. ORDER OF SELECTION

1. A qualified Indian preference surplus or displaced IHS employee must be considered and selected ahead of any qualified Indian preference applicant outside IHS.
2. When there are no qualified Indian preference surplus or displaced IHS employees available, a DHHS qualified Indian preference surplus or displaced applicant (who meets all eligibility requirements for selection priority) must be considered and selected over any outside Indian applicant.
3. When there are no DHHS qualified Indian preference surplus or displaced applicants a qualified Indian preference applicant from the RPL must be considered and selected over any outside Indian applicant.
4. When there are no DHHS-RPL qualified Indian preference applicants, a qualified Indian preference outside applicant must be considered and selected over any non-Indian.
5. When there are no qualified internal (as indicated in items 1 through 3) or external Indian preference applicants available, a non-Indian surplus or displaced IHS applicant who meets all eligibility requirements for selection priority must be selected over any other non-Indian applicant.
6. When there are no qualified surplus or displaced IHS employees available, a non-Indian surplus or displaced DHHS applicant who meets all eligibility requirements for selection priority must be selected over any other non-Indian applicant.
7. Any current or former DHHS employee eligible under the RPL.

I. SELECTION FROM THE RPL

Employees on the RPL will receive reemployment consideration based on their RIF retention standing tenure group and subgroup in accordance with HHS Instruction 351-1.

1. Indian preference RPL candidates must be considered and selected ahead of non-Indian RPL registrants, regardless of the tenure group or subgroup ranking of the non-Indian RPL registrants.

J. EXCEPTIONS TO SELECTION

1. An IHS Area may make an exception and appoint an individual not on the RPL only when necessary to obtain an employee for duties that cannot be taken over without undue interruption to the agency. Such exceptions require the advanced written approval of the Director, IHS. The Area SPO will notify each RPL registrant who is adversely affected of the reasons for the exception and of their right to appeal to the Merit Systems Protection Board.

K. APPEALS

An individual who believes that her/his reemployment priority rights have been violated because of the employment of another person who otherwise could not have been appointed properly may appeal to the Merit Systems Protection Board under the provisions of the Board's regulation.

IV Filling Positions from Outside the Department - Interagency Career Transition Assistance Plan (ICTAP)

This part applies to the filling of vacant competitive service positions in the IHS with surplus Federal employees from outside DHHS who are in the same local commuting area as the IHS vacancy after the local DHHS RPL is cleared. It is based on and must be applied in conjunction with the 5 CFR Subpart G, the IHS Merit Promotion Plan, IHS Excepted Service Examining Plan, IHS Circular 87-2 Indian Preference and the DHHS Career Transition Plan.

A. COVERAGE

Federal displaced employees outside DHHS are covered under this part when they:

1. Submit a copy of the appropriate documentation such as a RIF separation notice or a letter from OPM or their Department/Agency documenting their status;
2. Have been separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place them;

3. Have retired with a disability and their annuity has been or will be terminated.
4. Retired on the effective date of a RIF separation and submits a SF-50 that indicates "Retirement in lieu of RIF";
5. Retired under the discontinued service retirement option;
6. Were separated because he/she declined a transfer of function or directed reassignment to another commuting area;
7. Are receiving a special Office of Personnel Management disability retirement annuity under section 8337(h) or 8456 of title 5, USC.

B. DEFINITIONS

The definitions included in Section I Part B of this plan are applicable here with the following exceptions:

1. *Displaced employee means:*

- a. a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice;
- b. A former career or career-conditional employee who was separated because of a compensable injury as provided under the provisions of subchapter I of chapter 81 of title 5, United States Code, whose compensation has been terminated and whose former agency is unable to place the individual as required by part 353;
- c. A former career or career-conditional competitive service employee, in tenure group I or II, who retired with a disability under sections 8337 or 8451 of title 5, United States Code, whose disability annuity has been or is being terminated;
- d. A former career or career-conditional competitive service employee, in tenure group I or II, in receipt of a RIF separation notice who retired on the effective date of the reduction in force or under the discontinued service retirement option;
- e. A former career or career-conditional competitive service employee, in tenure group I or II, who is separated because he/she declined a transfer of function or directed reassignment to another commuting area; and

- f. A former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM under section 8337(h) or 8456 of title 5, United States Code.
- 2. Eligible employee means a displaced employee who meets the conditions set forth in Part D of this section and 5 CFR subpart G section 330.704(a).
- 3. Well-qualified employee:
 - a. Is an eligible employee who meets the qualification standard and eligibility requirements for the position, including any medical qualifications, and minimum educational and experience requirements; and
 - b. Meets all selective factors where applicable. Meets appropriate quality rating factor levels as determined by IHS. Selective and quality ranking factors cannot be so restrictive that they run counter to the goal of placing displaced employees. In the absence of selective and quality ranking factors, selecting officials will document the job-related reason(s) the eligible employee is or is not considered to be well qualified; and
 - c. Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position; and
 - d. Meets any special qualifying condition(s) that OPM has approved for the positions; and
 - e. Is able to satisfactorily perform the duties of the position upon entry; **OR**
 - f. Is rated by the agency to be above minimally qualified candidates in accordance with the agency's specific selection process.
- 4. Vacancy means a competitive service position lasting 90 days or more, including extensions, which the agency is filling, regardless of whether or not the agency issues a specific vacancy announcement.

C. RESPONSIBILITIES

The Personnel Officer or her/his designee will:

- 1. Provide information about eligibility for the special interagency selection priority to IHS surplus and displaced employees;
- 2. Report all vacancies by providing an electronic file to OPM when accepting applications from outside the IHS (including applications for temporary

positions lasting 90 days or more);

3. Submit to IHS Headquarters an annual report as required by 330.709 of 5 CFR subpart G no later than December 1st (beginning December 1, 1996) for the past fiscal year activities;
4. Take reasonable steps to ensure that eligible employees are notified of all vacancies the IHS is filling and what is required for them to be determined well-qualified for the vacancies;
5. Assure that Indian preference applicants are referred and selected before any non-Indian applicant.

D. ELIGIBILITY

To be eligible for the special selection priority as defined in section II Part B of this plan, an individual must also meet all of the following conditions:

1. Is a displaced employee as defined under Part B of this section and further clarified in 5 CFR subpart G 330.703 (b);
2. Has a current (or last) performance rating of record of at least fully successful or equivalent (except for those eligible under 330.703 (b)(2), (b)(3), and (b)(6));
3. Applies for a vacancy at or below the grade level from which the employee has been or is being separated, that does not have a greater promotion potential than the position from which the employee has been or is being separated;
4. Occupies or was displaced from a position in the same local commuting area of the vacancy;
5. Files an application for a specific vacancy within the timeframes established by the IHS; and
6. Is determined by the IHS to be well qualified for the specific position as defined in part B of this section.

E. EXPIRATION OF ELIGIBILITY

Eligibility for the IHS Interagency Career Transition Assistance expires:

1. 1 year after separation, except for those employees separated on or after September 12, 1995, and prior to February 29, 1996. For these employees

eligibility expires February 28, 1997;

2. February 28, 1997, for those candidates who were registered in OPM's Interagency Placement Program(IPP) on or before February 15, 1996 and received a letter from OPM informing them of the demise of the IPP;
3. 1 year after an agency certifies that an individual under 330.703(b)(2) cannot be placed;
4. 1 year after an individual under her/his disability annuity has been or will be terminated;
5. When the employee receives a career, career-conditional, or excepted appointment in any agency without a time limit;
6. When the employee no longer meets the eligibility requirements set forth in part D above (e.g., the employee is no longer being separated by RIF or separates by resignation or non-discontinued service retirement prior to the RIF effective date; or
7. Upon declination of an official offer to the employee by the IHS.

F. ACTIONS COVERED

1. Competitive appointments (e.g., from registers and direct-hire);
2. Noncompetitive appointments (e.g., the types listed in part 315, subpart f of 5 CFR chapter I);
3. Movement between agencies (e.g., transfer) except as provided for in part 351 5 CFR chapter I;
4. Reinstatements of employees except those who were separated by DHHS/IHS through RIF;
5. Time-limited appointments of 90 days or more to the competitive service.

G. ACTIONS NOT COVERED

1. Selections from the IHS CTAP or DHHS/IHS RPL;
2. Internal agency movement of current agency employees;

3. Appointments of 10 point veterans who meet all necessary requirements for competitive appointments;
4. Reemployment of former DHHS/IHS employees who have regulatory or statutory reemployment rights;
5. Temporary appointments of less than 90 days (including extensions);
6. An action taken under part 351 of 5 CFR Chapter I;
7. The filling of a position by an excepted appointment [Note that the DHHS/IHS CTAP blocks excepted appointments];
8. Conversions of employees on excepted appointments that confer eligibility for noncompetitive conversion into the competitive service;
9. Placement of injured workers receiving workers' compensation benefits;
10. Appointment of a "P.L. 94-437 scholarship" applicant;
11. Reinstatement of employees who were separated by DHHS/IHS through RIF.

H. ORDER OF SELECTION

Excepted as provided in part G above, when filling a vacancy from outside the IHS workforce, selecting officials must select:

1. A qualified Indian preference surplus or displaced IHS employee ahead of any qualified Indian preference applicant outside IHS;
2. When there are no qualified Indian preference surplus or displaced IHS employees available, a DHHS qualified Indian preference surplus or displaced applicant (who meets all eligibility requirements for selection priority) over any outside Indian applicant;
3. When there are no DHHS qualified Indian preference surplus or displaced applicants a qualified Indian preference applicant from the RPL over any outside Indian applicant;
4. When there are no DHHS RPL qualified Indian preference surplus or displaced applicants, a qualified Indian preference outside applicant over any other non-Indian;
5. When there are no qualified internal or external Indian preference applicants

available, a non-Indian surplus or displaced IHS employee over any other non Indian DHHS surplus or displaced employee;

6. When there are no qualified non-Indian surplus or displaced IHS employees available, a non-Indian surplus or displaced DHHS applicant who meets all eligibility requirements for selection priority over any other non-Indian applicant;
7. Any current or former DHHS employees eligible under the RPL, then;
8. At IHS's option, any other former employee displaced by RIF from the DHHS (under appropriate selection procedures), then;
9. Any current or former Federal employees displaced from other Departments or Agencies, who are covered under this plan then;
10. Any other candidate (under appropriate selection procedures).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION
PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION
PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION
ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**INDIAN HEALTH SERVICE (DHHS/IHS) REEMPLOYMENT PRIORITY LIST (RPL)
PROGRAM
REGISTRATION FORM**

THE IHS RPL PROGRAM ASSISTS IHS EMPLOYEES WHO HAVE OR WILL BE SEPARATED FROM THEIR POSITION RECEIVE PLACEMENT ASSISTANCE FOR VACANCIES WITHIN THE IHS. THE INFORMATION REQUESTED BELOW WILL BE USED TO PROCESS YOUR RPL APPLICATION. THE RPL PROGRAM IS VOLUNTARY. WE CANNOT, HOWEVER, PROCESS YOUR APPLICATION IF YOU DO NOT PROVIDE THE INFORMATION REQUESTED.

BASIS OF ELIGIBILITY

1. FROM THE LIST BELOW, CIRCLE THE NUMBER THAT MATCHES THE REASON YOU QUALIFY FOR THE RPL.

- 1 SEPARATED BY RIF
- 2 RECEIVED CERTIFICATION OF EXPECTED SEPARATION
- 3 INJURY COMPENSATION
- 4 ACCEPTED A LOWER GRADED POSITION IN LIEU OF SEPARATION

PERSONAL INFORMATION

2. FIRST NAME: _____ M.I.: _____ LAST NAME: _____
3. HOME ADDRESS: _____

4. HOME PHONE NUMBER: () _____ WORK PHONE NUMBER: () _____
5. WORK ADDRESS: _____

6. LOCAL IHS RPL COORDINATOR NAME: _____
ADDRESS: _____

- PHONE NUMBER: () _____

CURRENT EMPLOYMENT INFORMATION

THIS INFORMATION REFERS TO THE POSITION YOU WERE OR WILL BE SEPARATED FROM. YOU ARE ALSO REQUIRED TO ATTACH YOUR SEPARATION SF-50 (NOTIFICATION OF PERSONNEL ACTION) OR YOUR MOST CURRENT SF-50.

7. TITLE: _____ SERIES: _____ GRADE: _____

TYPE OF APPOINTMENT (CAREER, CAREER CONDITIONAL, EXCEPTED): _____

HAVE YOU REACHED YOUR FULL PERFORMANCE LEVEL? YES _____ NO _____

ARE YOU UNDER GRADE RETENTION? YES _____ NO _____

ARE YOU CLAIMING INDIAN PREFERENCE? YES _____ NO _____

ARE YOU CLAIMING VETERANS PREFERENCE? YES _____ NO _____

EMPLOYMENT AVAILABILITY

THIS INFORMATION WILL BE USED TO REFER YOU TO VACANT POSITIONS.

8. DO YOU WISH TO BE CONSIDERED AND REFERRED FOR:

A. FULL-TIME EMPLOYMENT? YES _____ NO _____

B. PART-TIME EMPLOYMENT (32 HOURS OR LESS PER WEEK)? YES _____ NO _____

C. TEMPORARY EMPLOYMENT (1 TO 12 MONTHS)? YES _____ NO _____

D. WEEKENDS, SHIFTS, OR ROTATING SHIFTS? YES _____ NO _____

E. NON-FEDERAL EMPLOYMENT (I.E., STATE, LOCAL, TRIBAL)? YES _____ NO _____

F. INDICATE THE LOWEST GENERAL SCHEDULE (GS) OR WAGE GRADE (WG) LEVEL YOU WISH TO BE CONSIDERED FOR (LEAVE BLANK IF YOU WANT TO BE CONSIDERED ONLY FOR THE GS OR WG LEVEL YOU HAVE SEPARATED FROM): GS- _____ WG- _____

SIGNATURE

YOU MUST SIGN AND DATE THIS REGISTRATION FORM TO BE ELIGIBLE FOR THE RPL PROGRAM(S).

9. APPLICANT'S SIGNATURE: _____ DATE: _____